

## EXHIBIT 1-E

### REQUIRED PROJECT AND PROGRAM RECORDS

The Grantee will maintain the following records required by paragraphs outlined in (a)(2), (a)(3), (a)(4), (a)(5), (a)(6) and (a)(7) of 24 CFR 92.508:

#### A. Program Records Required

- (i) Documentation of efforts to maximize participation by the private sector as required by §92.200
- (ii) Documentation of the forms of HOME assistance used in the program, including any forms of investment described in the Consolidated Plan under 24 CFR Part 91 which are not identified in §92.205(b)
- (iii) Consolidated Plan Certification of Consistency in accordance with §92.209(b), including documentation of the local market conditions that led to the choice of this option; written selection policies and criteria; supporting documentation for preferences for specific categories of individuals with disabilities; and records supporting the rent standard and minimum tenant contribution established in accordance with §92.209(h)
- (iv) For tenant-based rental assistance or rental housing, records evidencing that not less than 90 percent of the families receiving such rental assistance meet the income requirements of §92.216
- (v) For homeownership, records reflecting that the purchase price does not exceed 95% of the median purchase price for the area in accordance with §92.254(a)(2)
- (vi) For acquisition of housing for homeownership, the resale or recapture guidelines established in accordance with §92.254(a)(5)
- (vii) Documentation of compliance with the matching requirements of §92.218 through §92.222
- (viii) Documentation of compliance with the 24-month commitment deadline of §92.500(d)(1)

#### B. Project Records Required

- (i) Full description of each project assisted with HOME funds, including the location, form of HOME assistance, and the units or tenants assisted with HOME funds

- (ii) Documentation showing that each rental housing or homeownership project meets the minimum per-unit subsidy amount established by §92.205(c), and the maximum per-unit subsidy amount established by §92.250(a)
  - (iii) Documents demonstrating that each project meets the property standards of §92.251 and the lead based paint requirements of §92.355
  - (iv) Documents demonstrating that each family is income eligible in accordance with §92.203
  - (v) Documents demonstrating that each tenant-based rental assistance project meets the written tenant selection policies and criteria of §92.209(c), including that section's tenant preference requirements, the rent reasonableness requirements of §92.209(f), the maximum subsidy provisions of §92.209(h). The Grantee will also maintain copies of Housing Quality Standard (HQS) inspection reports, and calculations of the HOME subsidy
  - (vi) Documents demonstrating that each rental housing project meets the affordability and income targeting requirements of §92.252 for the required period. These records must be kept for each assisted family
  - (vii) Documents demonstrating that each lease for a tenant receiving tenant-based rental assistance and for an assisted rental housing unit complies with the tenant and participant protections of §92.253. Records must be kept for each family
  - (viii) Documents demonstrating that the purchase price, of newly constructed housing or standard housing, or estimated value of a housing unit after rehabilitation for each homeownership housing project does not exceed 95 percent of the median purchase price for the area in accordance with §92.254(a)(2). Records must demonstrate how the estimated value was determined
  - (ix) Documents demonstrating that each homeownership project meets the affordability requirements of §92.254 for the required period
- C. Financial Records identifying the source and application of program income/net proceeds, repayments and recaptured funds.
- D. Program Administration Records
- (i) Documents demonstrating compliance with the applicable uniform administrative requirements required by §92.505 (this item applies to Local Governments only)

- (ii) Documentation of required inspections, monitoring reviews and audits, and the resolution of any findings or concerns (applicable to both governmental entities and Community Housing Development Organizations (CHDOs))

E. Records Concerning Other Federal Requirements

- (i) Equal opportunity and fair housing records
  - (a) data indicating the extent to which each racial and ethnic group and single-headed households (by gender of household head) have applied for, participated in, or benefited from, any program or activity funded in whole or in part with HOME funds;
  - (b) documentation of actions undertaken to implement Section 3 requirements; and
  - (c) a description of the actions the Grantee has taken to affirmatively further fair housing.
- (ii) Affirmative marketing and MBE/WBE records
  - (a) documentation demonstrating compliance with the affirmative marketing procedures and requirements of §92.351; and
  - (b) documentation of and data on the steps taken to implement the jurisdiction's outreach programs to minority-owned (MBE) and female-owned (WBE) businesses including data indicating the racial/ethnic or gender character of each business entity receiving a contract or subcontract of \$25,000 or more paid, or to be paid, with HOME funds; the amount of the contract or subcontract, and documentation of participating jurisdiction's affirmative steps to assure that minority business and women's business enterprises have an equal opportunity to obtain or compete for contracts and subcontracts as sources of supplies, equipment, construction, and services.
- (iii) Records demonstrating compliance with environmental review requirements including flood insurance requirements
- (iv) Records demonstrating compliance with the requirements of §92.353 regarding displacement, relocation, and real property acquisition
- (v) Records, including copies of contract provisions and payroll records demonstrating compliance with the labor requirements of §92.354
- (vi) Records demonstrating compliance with the lead-based paint requirements of 24 CFR

- (vii) Records supporting any exceptions granted to the conflict of interest prohibition contained in §92.356, and §§2-2-121, 2-2-201, 7-3-4256, 7-3-4367, 7-5-2106, or 7-5-4109, MCA
  - (viii) Records reflecting debarment and suspension of certifications
- F. Community Housing Development Organizations (CHDOs) are required to maintain records concerning the tenant participation plan required by §92.303